

Subject: Reminder: Live Meeting Workshop on Leave Accrual Changes Offered
June 6, 7, 13 and 14

Audience: HR Directors, Time and Leave Administrators, Agency Training

The SCEIS Team encourages agency HR employees who have the Time or Leave Administrator security role in SCEIS ECC to join us for a workshop via conference call and Live Meeting detailing the changes to the annual and sick leave process in SCEIS that went into effect on June 1. (Read more about these changes in the leave accrual process in the May 7, 2012, [SCEIS Weekly Update](#).)

During this workshop, the SCEIS Team will also familiarize attendees with updated uPerform documentation reflecting the leave changes so that agency employees can reference and share these online help resources with their coworkers as needed. (The updated documentation will be announced via the June 11, 2012 Weekly Update, as well.)

This workshop is offered four times:

- **Wednesday, June 6 at 10:00 a.m.**
- **Thursday, June 7 at 1:30 p.m.**
- **Wednesday, June 13 at 10:00 a.m.**
- **Thursday, June 14 at 1:30 p.m.**

Because this workshop has a wide audience, the SCEIS Team would appreciate assistance from agencies in coordinating calls into the workshop so that no agency location uses more than one to two call-in ports per session. For example, your agency could have multiple employees call in from one phone in a central location such as a conference room.

Please forward the details below to the appropriate employees in your agency, to ensure they have the opportunity to participate in this important workshop. If you have any questions about this workshop, please contact the SCEIS Training Team at Training.SCEIS@sceis.sc.gov.

June Changes to the Leave Accrual Process Workshop Details

Workshop Description: This workshop will provide information highlighting upcoming changes to the annual and sick leave accrual process in SCEIS. The workshop will review how the accrual process changes will affect the leave submission, how SCEIS will handle it when the employees exceed target hours and how the system will process holiday compensatory time compensation.

Each 1-hour workshop will include a live demo followed by a question and answer session.

Target Audience: SCEIS HR/Payroll Users with the Time and Leave Administrator Security Role

Workshop Registration: There are four presentations of the June Changes to Leave Accrual Workshop available:

- **Wednesday, June 6 at 10:00 a.m.**
- **Thursday, June 7 at 1:30 p.m.**
- **Wednesday, June 13 at 10:00 a.m.**
- **Thursday, June 14 at 1:30 p.m.**

To register for any one of these sessions, click the following link:

<https://www.surveymonkey.com/s/RTRB73K>

Live Meeting and Call-in Details for All Workshop Sections

Live Meeting Link & Call-in Number: The SCEIS Team will send you a link to the Live Meeting, and the conference call phone number for the workshop you are registered to attend approximately 1 day before it is to be held—either Tuesday, June 5, Wednesday, June 6, Tuesday, June 12 or Wednesday, June 13.

To ensure you and your employees have quick and easy access to Live Meeting, please download the program to your computer as early as possible in advance of the workshop, preferably sometime today. The Live Meeting 2007 client download is available here:

<http://office.microsoft.com/en-us/downloads/CD010254990.aspx>.